



GRAND TRAVERSE COUNTY, MI ENVIRONMENTAL HEALTH TECHNICIAN JOB DESCRIPTION

Title:	Environmental Health Technician II
GENERAL SUMMARY <p>Primary functions of the job are to protect the health of the public and the environment by enforcing applicable laws and ordinances under the authority of the Health Officer. Duties include providing administrative and technical support for the environmental health office. Employees determine compliance with public health regulations and orders, collect samples, conduct inspections, and provide logistical support for the Health Department during emergency operations. Employees in this job have no formal supervisory role, however, work as part of a team and are responsible for ensuring that the team meets its objectives.</p> <p>Employees must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations.</p> <p>This position may require irregular hours. It will also require travel by the employee in the employee's own vehicle or other means of transportation.</p>	
PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following) <ul style="list-style-type: none">• Investigates violations of the County Environmental Health Regulations and applicable State Public Health laws within an assigned area of responsibility.• Investigates complaints regarding noncompliance with public health orders.• Provide logistical support during public health emergencies.• Performs on-site inspections and evaluates premises having public health significance, such as, schools, public swimming pools, bathing beaches, dwellings, child care facilities, camps and campgrounds, waste disposal facilities, private and public water supplies, residential and commercial on-site wastewater systems and sites of alleged public health hazards or nuisances.• Performs on-site inspections at construction sites to determine compliance with Soil Erosion and Sedimentation Control Permits.• Collect samples from the environment. These include drinking water, surface water, wastewater, and soil.• Performs follow-up actions, including letters and re-inspections of sites, regarding non-compliance issues and ensures appropriate corrective action.• Provides assistance and guidance to individuals and agencies with environmental problems, including indoor air quality issues, and explains the programs of the agency to interested citizen groups.• Represents the Public Health Department conducting environmental health activities within the county.	
EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements) <ul style="list-style-type: none">• High School Diploma or G.E.D. supplemented by advanced college coursework in environmental studies, biology, chemistry, engineering or related field.• Three months to one year of experience in the field of Environmental Health or closely related field preferred.	
CERTIFICATIONS, LICENSES (minimum requirements) <ul style="list-style-type: none">• Possess Construction Storm Water Operator Certification from the Michigan Department of Environment, Great Lakes and Energy (EGLE). May obtain certifications within 6 months of employment.• Requires a valid driver's license and personal vehicle insurance and must maintain eligibility to drive as per the County's Vehicle policy.	



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CONDITIONS OF EMPLOYMENT (legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

- May be required to serve in an “on-call” capacity.

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a persons’ identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

DISTINGUISHING CHARACTERISTICS

Work involves evaluating the relevance and importance of theories, concepts, and principles to develop different approaches or tactical plans to fit specific circumstances where guidelines may not exist, but are flexible and open to considerable interpretation. Independent judgment, personal discretion, and resourcefulness are needed to interpret and apply guidelines. Errors at this level could cause serious, long-term consequences involving substantial financial costs, significantly reduced service to the public, and/or negative media reaction and could impact others outside of a department and may require the intervention of an agency head to resolve.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- May be required to climb or balance; reach with hands and arms; sit; stand; stoop, kneel, or crouch; talk and hear; smell; use hands to finger, handle, or feel.
- Position frequently works in an outdoor environment with exposure to weather-related heat and cold, rain, wind, and related elements.
- May be exposed to extreme heat and cold (not related to weather), working near moving mechanical parts, risk of electrical shock, vibration, fumes or airborne particles, infectious diseases.
- May occasionally be required to lift/move up to 100 pounds.

ORGANIZATIONAL KEY COMPETENCIES

All Grand Traverse County Health Department employees are expected to provide professional preventative health services in a compassionate, efficient, progressive, comprehensive, and holistic manner. Additionally, all Grand Traverse County employees are expected to demonstrate a commitment to the following values:

- Serve with Integrity
- Be Innovative
- Be Accountable
- Engage the Team
- Provide Service
- Be Transparent

COMPETENCIES Position Specific Key Competencies for Public Health Professionals, also known as Core Competencies, are a consensus set of skills for the broad practice of public health, as defined by the 10 Essential Public Health Services:

Analytical/Assessment Skills

- Describes factors affecting the health of the community



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- Explains how community health assessments use information about health status, factors influencing health, assets, and resources
- Use quantitative and qualitative data and identifies gaps
- Describes assets and resources that can be used for improving the health of the community
- Describes how evidence (e.g., data, findings reported in peer-reviewed literature, evidenced based practices) is used in decision making
- Make evidenced-based decisions using data and other information
- Apply ethical principles on the use of data and information
- Advocate for the use of evidence
- Uses information technology in accessing, collecting, analyzing, using, maintaining, and disseminating data and information

Policy Development/Program Planning Skills

- Contributes to community health improvement planning
- Contributes to implementation of organizational strategic plan
- Contributes to the development of program goals and objectives
- Identifies current trends affecting the health of the community
- Implements policies, programs and services
- Explains the importance of evaluations for improving policies, programs, and services
- Applies strategies for continuous quality improvement

Communication Skills

- Identifies the literacy of populations served (e.g., ability to obtain, interpret, and use health and other information; social media literacy)
- Communicates in writing and orally with linguistic and cultural proficiency
- Solicits input from individuals and organizations for improving the health of a community
- Conveys data and information to professionals and the public using a variety of approaches
- Communicates information to influence behavior and improve health
- Describes the roles of governmental public health, health care, and other partners in improving the health of a community

Cultural Competency Skills

- Describes the concept of diversity as it applies to individuals, populations, and the community served
- Recognizes and addresses the diversity in individuals and populations when developing, implementing, and evaluating policies, programs, and services that affect the health of the community
- Describes the effects of policies, programs, and services on different populations in the community

Community Dimensions of Practice Skills

- Describes the programs and services provided by governmental and non-governmental organizations to improve the health of a community
- Recognizes, suggests, and supports relationships that affect and are needed to support health in the community
- Provides input for developing, implementing, evaluating, and improving policies, programs, and services
- Uses assets and resources to improve health in a community
- Informs the public about policies, programs, and resources that improve health in a community
- May collaborate in community-based participatory research

Public Health Sciences Skills

- Identifies prominent events in public health history
- Retrieves evidence from multiple sources to support decision making



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- Recognizes limitations of evidence (e.g., validity, reliability, sample size, bias, generalizability)
- Describes evidence used in developing, implementing, evaluating, and improving policies, programs, and services

Financial Planning and Management Skills

- Adheres to organizational policies and procedures
- Describes how teams achieve program performance standards and measures
- Motivates colleagues for the purpose of achieving program and organization goals

Leadership and Systems Thinking Skills

- Incorporates ethical standards of practice into all interactions
- Describes public health as part of a larger inter-related system of organizations work together or individually to impact the health of populations at local, national, and global levels
- Contributes to the development of a vision for a healthy community (e.g. emphasis on prevention, health equity for all, excellence, and innovation)
- Participates in professional development opportunities
- Describes ways to improve individual and program performance